

Instructions on how to fill out a Storm Water Site Inspection Report

Updated 04-13

STORM WATER SITE INSPECTION

Inspections Made At Least Once Every Seven Calendar Days

Inspection Date and Time: _____

Project No.: _____ County: _____

DNR Authorization Number: IA _____ - _____

Inspection Made By: _____ Title: _____

New Oct. 2012 permit no longer requires 0.5" rain inspections. Inspections must still be performed weekly.

Authorization number is found on permit letter from DNR

Comments and Observations:

Key items to inspect – 1) Disturbed areas and areas used for storage of material: Look for evidence of, or the potential for, pollutants entering the drainage system. **2)** Erosion and sediment control measures (ESCM's): Check to ensure they are operating correctly (note deficiencies in section below). **3)** Discharge locations: Confirm ESCM's are effective and look for evidence of off-site sediment discharge. **4)** Locations where vehicles enter/exit site: Look for evidence of off-site tracking.

What to record: Provide station ranges of areas inspected. Include types of ESCM's inspected (silt fence, rock check dams, etc.). You do not need to list each ESCM individually with a specific location in this section. Also, if you are unable to access areas of the site, then these locations should be recorded. However, every effort should be made to access areas of the site, especially critical areas (discharge points).

Other major observations: Note any ESCM's that were installed or areas where stabilization has been completed. Note any areas where land disturbing activities have been temporarily or permanently suspended.

Suspensions: Note suspension of inspections and reason for suspension here, such as when inspections will be performed under another project/contract (e.g. if inspections began on a culvert project but will then be covered under the grading project – note the suspension on the last culvert inspection report). Also, note the station range if ceasing inspections on only a portion of the project. Weekly inspections shall no longer be suspended over the winter.

Deficiencies Found and Additions Required (Include Specific Locations):

This section requires specific locations of deficiencies. Location information would include station and Lt., Rt. or Med. Information needs to be specific enough so deficiency could be located by another individual.

Include any new ESCM's that are needed or existing ESCM's that require correction or maintenance.

Include areas where stabilization is required.

Include any locations of needed housekeeping items, such as off-site tracking that needs to be cleaned up.

Include any issues of permit non-compliance, such as visible off-site sediment discharge.

Contractor Notification (Name, Notification Date, and Type of Notification):

Types of Notification include direct, email, phone, fax, or written order.

Date of Corrective Action (Within 3 Days of Inspection) and Corrective Action Performed:

If this section is filled in after date of signature below, then initial and date this section.

Inspector's Signature: _____ Date: _____

Contractor's Signature: _____ Date: _____

Distribution: Original – Project File; Copy - Contractor

PPP requires joint storm water inspections with the contractor. Remember, erosion control is a shared responsibility!

Date when report is filled out and signed.